

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management Division  
Hall of Records Commission

1. Requesting Agency

DEPARTMENT OF LABOR AND INDUSTRY

2. Division or Bureau of Requesting Agency

STATISTICAL DIVISION

3. Authorization Requested (Check only one of the squares below).

**A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

**B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

**C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records  
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

**1 REPORT OF EMPLOYMENT CERTIFICATE ISSUED TO MINORS**

The two forms in this file, U. S. Department of Labor, Bureau of Labor Standards reports, both 8 x 10 1/2 inches, are:

Form E-2, Report of Employment Certificate Issued for Minors 14 and 15 Years of Age;

Form E-3, Report of Employment and Age Certificates Issued for Minors 16 and 17 Years of Age and of Certificates of Age Issued to Minors 18 and 19 Years of Age.

The Department retains copies of the reports sent to the Federal Agency for use in the preparation of the annual report, statistical studies and special studies, undertaken by the staff. The reports accumulate at the rate of 3 linear inches per year, are filed chronologically, and they presently occupy 1 linear foot, for the period 1951 to date. Less than 1/2 cubic foot will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

*Approved  
Hall of Records  
Commission*

**2 APPLICATION FOR WORKSHOP LICENSE**

Workshops where clothing is manufactured, altered, repaired or tailored must be licensed by the Department. Each room in which work is performed must be licensed individually. Before a license can be issued the establishment must be inspected; the reverse of the application form is the inspection form. Licenses issued are good for the time the business remains operative. No copy of the

*Approved  
Hall of Records Commission*

7. Agency, Division or Bureau Representative

*Margaret W. Kinible* Deputy Commissioner *9-16-54*  
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*10/7/54* *Mona S. Radloff* *11 1954* *J. Melus*  
Date Archivist Date Secretary

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Item No.

license issued is retained by the Department, the approved application being sufficient proof of the license. Subsequent inspections are reported on another form.

These applications (5 x 8) are filed alphabetically and occupy four drawers actively and two drawers inactively, (total 3 1/2 cubic feet) for the period 1949 to date. Approximately 1/2 cubic foot will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN WHILE CURRENT AND AN ADDITIONAL THREE YEARS AFTER LICENSEE IS REPORTED OUT OF BUSINESS.

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3 VIOLATIONS

Departmental inspectors report violations of the 10-hour law or child labor law on a 5 x 8 un-numbered form. In addition to the violation, the report shows the firm name, location, business, names of minors involved, the orders issued and the time given in which to comply with the orders. This information is used for statistical tabulations, and during subsequent inspections as a check for repetition of the violation. They are filed alphabetically and occupy one half drawer (less than 1/2 cubic foot) for the period 1951 to date. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

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4 MANUFACTURERS' DIRECTORY

This directory, maintained on 3 x 5 cards, is a complete index of all firms engaged in any type of production manufacturing in the State. The file is established in two sections. The first, occupying six drawers, is a geographical, alphabetical (according to name of firm) file. The second, occupying ten drawers, (total of 3 cubic feet) is filed according to the Standard Industrial Classification Manual - a numerical code whereby related industries can be easily identified in a file unit. Information on the card is; the firm name, code number, products or type of business, and number of employees. The file is used constantly for research and reference, and it is the basis of the Directory of Maryland Manufacturers, which is published by the Department (most recently, in 1953). Only active businesses are listed in the directory. Inactive cards occupy two drawers.

RECOMMENDATION: RETAIN WHILE ACTIVE AND FOR THREE YEARS AFTER BECOMING INACTIVE, THEN DESTROY.

Date: 1954  
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5 CORRESPONDENCE

Correspondence of this Division is concerned with requests for information and for copies of the Directory. One drawer (1 1/2 cubic feet) is devoted to this correspondence, dating from 1948. The annual

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(Continuation Sheet)

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rate of accumulation is very small. An estimated one cubic foot of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

6 REGISTRATION FILE

Any business employing over five people must register with the Department. The form (5 x 8, un-numbered) used for this purpose shows the type of business, name, location and number of employees, over and under age 18. This information is duplicated on the inspection card. This file is used in the preparation of statistical reports and the Manufacturers' Directory. The file is maintained alphabetically, by county, and occupies three drawers (1 1/2 cubic feet) for the period 1942 to date. The annual rate of accumulation is very small. Upon approval of this schedule, about one half cubic foot of material will be disposed of.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER BUSINESS IS REPORTED OUT OF BUSINESS AND THEN DESTROY.

*Approved  
Hall of Records Commission*

SEP 14 1954  
*[Signature]*